

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES

BOARD OF DIRECTORS MEETING DECEMBER 6, 2001

CALL TO ORDER: The meeting was called to order at 7:49 p.m. by President Joseph Carlevaris at the District Office in El Granada.

ROLL CALL: Attending Directors were: President Joe Carlevaris, Vice-President Fran Pollard, Secretary Leonard Woren, Treasurer Laura Stein, and Board Member Leni Schultz.

Attending staff were: Legal Counsel Jonathan Wittwer, Administrator Gina Holmes, and Assistant Administrator Delia Comito.

All in attendance recited the Pledge of Allegiance.

GENERAL PUBLIC PARTICIPATION: There were no speakers from the public.

SPECIAL PRESENTATION 1. Presentation of Certificate of Appreciation for Outstanding Service to outgoing Board Members Joseph Carlevaris and Leni Schultz: Vice President Fran Pollard presented each outgoing Board Member with a certificate of appreciation, and Board Members expressed their thanks to Director Carlevaris and Director Schultz.

CONSENT AGENDA: Director Leonard Woren moved to approve Consent Agenda items:

2. Re-approval of November 1, 2001 meeting minutes approved on 11-15-01;
3. Approval of warrants totaling \$86,366.76 (check #3102 to #3123);
4. Approval of GSD Financial Statement for October 2001;
5. Approval of payments from Bond Administration fund totaling \$6,369.06 (Wittwer);
6. Approval of Notice of Completion for Capital Improvement Project 1999/2000-1 (Woren/Pollard, 5-0).

ACTION AGENDA

7. Discuss/consider approval of New Administration Building Needs Assessment Study presented by Kennedy/Jenks: District Administrator Gina Holmes reviewed the District Land and Facilities Request for Proposal, and the purpose of the Needs Assessment. Bill Ramroth of Kennedy/Jenks, one of the authors of the Needs Assessment Study, provided the Board with a summary of the Study, and an overview of several scenarios offered, depending on District's future needs and growth.

The Board asked Ramroth follow-up questions to his presentation, and discussed specific aspects of the Study. Director Stein recommended that the Board explore and take separate action if necessary on Americans with Disabilities Act (ADA) compliance. District Counsel Jonathan Wittwer recommended that the District contact the building's landlord and begin looking at basic changes that could be made, and the financial investments that the District and landlord would make.

Director Woren moved to accept the final Needs Assessment Study. **(Woren/Schultz, 5-0).**

8. ADJOURN TO CLOSED SESSION: Conference with Labor Negotiator: Board of Directors Unrepresented employees: G. Holmes and D. Comito (Government Code Section 54957.6)
Director Carlevaris adjourned to Closed Session at 8:27 p.m., after announcing the Closed Session item.

RECONVENE TO OPEN SESSION Report final Board action, if any, from Closed Session:
Director Carlevaris reconvened to Open Session at 9:03 p.m. District Counsel Wittwer reported that in the Closed Session with the Labor Negotiating Committee the Board gave instructions to the Negotiators, Director Woren and Director Carlevaris.

9. Discuss/consider approving written Employment Contracts for and between the Granada Sanitary District and District Administrative Staff members: Gina M. Holmes, District Administrator; Delia M. Olivas-Comito, Assistant Administrator: Following an agreement between the Negotiating Committee and Assistant Administrator Delia Comito regarding health care coverage, the health coverage changes were made to both employee contracts as recommended by Wittwer.

Director Stein moved to approve the written employee contracts as modified between the Granada Sanitary District and District Administrator Gina Holmes and Assistant District Administrator Delia Comito **(Stein/Schultz, 5-0)**.

10. DIRECTORS' COMMENTS Director Stein had comments on sewer issues, and requests for future agenda items regarding Board contact with the media, a Board retreat, and the agenda format. Director Woren requested consideration of changes to the District Web site be agendized.

INFORMATION CALENDAR

11. Administrator's Reports: Re: New Board Member Orientation Information; Action Summary: The table of contents for the new Board Member Orientation Packet, along with the current Action Summary were provided in the agenda packet.

12. Engineer's Report: There was no Engineer's Report

13. Attorney's Report: District Counsel Wittwer updated the Board on the status of the legal proceedings against property owners with delinquent 1998 and/or 1999 FY Bond Assessments.

14. SET FUTURE AGENDA: Discuss Agenda items for the Special December 13, 2001 Board Meeting: The Board of Directors reviewed and discussed changes to the draft agenda for 12/13/01.

ADJOURN: The meeting adjourned at 9:58 p.m. **(Woren/Pollard, 5-0)**.

Submitted on: December 21, 2001
SUBMITTED BY:

Approved on: January 3, 2002
APPROVED BY:

Gina Holmes, District Administrator

Fran Pollard, Board Secretary